

# LABORATORY TECHNICIAN

# STOKESLEY SCHOOL

Application Pack

## Welcome from the Headteacher



**Stokesley School  
& Sixth Form College**

Being the best we can be

June 2020

Dear prospective applicant,

Thank you for your interest in joining our support staff team.

Stokesley School is a large and diverse community and we are seeking a colleague with the skills and experience to develop positive working relationships with young people. You will need to be resilient and able to think on your feet, firm but fair and an effective communicator. If you like the idea of no two days being the same, interacting with students and staff and keeping a sense of perspective and humour, even when life can be a little pressured then you're the person we are seeking!

The role of Lab Technician involves working closely with all members of the Science team; the other lab technicians, the Head of Science and all the science teaching staff. The role is essential in helping teachers to deliver lessons as effectively as possible and so support our students to get the most they possibly can out of science lessons and - as our motto states - 'be the best they can be'.

If you do decide to apply please complete the enclosed application form and return to [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) The closing date for applications is Wednesday 1<sup>st</sup> July 2020 (noon). I look forward to reading your application and to welcoming a creative and dynamic colleague to our team.

Yours sincerely,

A handwritten signature in grey ink that reads "H.L. Millett".

**Mrs. H.L. Millett**

Headteacher

**Job Title:** Laboratory Technician  
**Grade:** Grade C (SCP 2 – 4) £15,047 - £15,655 per annum (actual salary).  
**Contract:** Permanent. Term time only + Training Days  
**Hours:** 37 hours per week  
**Required:** September 2020

**Job Purpose:**

To work closely with all members of the Science team, including the other lab technicians and the Head of Science to coordinate the use of resources by teaching staff to ensure lessons can run as smoothly and effectively as possible.

To provide assistance and advice in meeting the practical needs of the curriculum including stock control.

To assist in the preparation and maintenance of resources and equipment

To have the opportunity to support students in the classroom through one-to-one support and basic demonstrations.

**Main Responsibilities**

- Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy.
- Give basic technical advice to teachers, technicians and students which may entail assisting with demonstrations.
- Offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- Communicate effectively with all young people.
- Routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
- Assist in carrying out a stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.
- Assist in the preparation of resources, designing, constructing and modifying equipment.
- Be aware of and implement your health and safety responsibilities as an employee.
- Contribute to the assessment, monitoring and review of health and safety procedures.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards.
- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Carry out electrical and other safety checks, fume cupboards, pressure vessels and first-aid kits, etc.

**Other Responsibilities:**

**Safeguarding**

To be responsible for safeguarding and promoting the welfare of children and young people and adults, raising concerns as appropriate.

**Confidentiality**

Ensure that confidentiality and discretion is maintained at all times when dealing with school matters.

**Health and Safety**

Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure. To work with colleagues and others to maintain health, safety and welfare within this working environment. Use equipment safely and carefully, to assist with the care and maintenance of school property including reporting faults.

**Equalities**

We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.

## Training and Development

To attend meetings as required and to participate in any development opportunities and training events relevant to the post holder's duties. To participate in the School's performance management programme.

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Whilst every effort has been made to explain the main duties and responsibilities of the post, this does not constitute a jobs list and the successful candidate will be expected to undertake duties commensurate with her/his role.

*Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS*

## Person Specification

ESSENTIAL	DESIRABLE
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Evidence of a proactive approach to planning and prioritising work, with the ability to use initiative appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a science laboratory</li> <li>Experience of working in a school environment or of working with young people in a similar support role</li> <li>Knowledge of current Health and Safety requirements</li> </ul>
<b>Occupational Skills &amp; Knowledge</b>	
<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills, including the ability to relate well to students and staff of all levels</li> <li>First class organisational skills, with the ability to remain calm under pressure and work to tight deadlines. Systematic in approach to tasks, with attention to detail</li> <li>Able to maintain a high work rate and to juggle a range of tasks and competing priorities</li> <li>Able to work independently and as part of a team</li> <li>Physically fit; must be capable of lifting and moving equipment</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable ICT skills and ability to use them as part of the learning process, or, the ability to develop ICT skills in a reasonable time frame</li> <li>Knowledge of specialist equipment and materials</li> </ul>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>5+ GCSE's or equivalent at grades 4/C or above including English, Maths and Science</li> </ul>	<ul style="list-style-type: none"> <li>Science A Levels</li> <li>Educated to degree level in a Science/technical background</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Honesty and integrity</li> <li>Resilience</li> <li>Energetic, engaging and enthusiastic</li> <li>Flexible and adaptable</li> <li>Professional, friendly and approachable</li> <li>Calm and able to cope with interruptions</li> <li>Commitment to making a difference</li> <li>Commitment to maintaining the ethos of the Arété Learning Trust</li> <li>Commitment to the safeguarding of children and young people</li> </ul>	

## APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

### Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

### How to apply

Please forward your completed application form to Jayne Hargreave using the following email address: [recruitment@aretelearningtrust.org](mailto:recruitment@aretelearningtrust.org) stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **Wednesday 1<sup>st</sup> July 2020 (noon)**

**APPLICATION FOR POST OF:  
LABORATORY TECHNICIAN AT STOKESLEY SCHOOL**

**Please write in black ink or type. Do not include a CV.**

This application form has been designed to exclude information that might lead to discrimination.

SECTION 1 - PERSONAL DETAILS			
Title:		First forename:	
Other forename:		Surname:	
Former Surname:		Other names:	
Address line:			
Town:		County:	
Postcode:		Country:	
Home Phone No:		Resident at this address since (Date):	
Mobile Number:		Work Number:	
Email Address:			

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

SECTION 2 - PERSONAL DETAILS CONTINUED	
Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
If you are successful in your application would you require a work permit prior to taking up employment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify dates:	Date (MM/YY) From: <input style="width: 100px;" type="text"/> Date (MM/YY) To: <input style="width: 100px;" type="text"/>
Have you ever lived and/or worked outside of the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
Do you hold a Certificate of Good Conduct for your time spent abroad?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the date of issue.	Date: <input style="width: 100px;" type="text"/>

Insert your National Insurance Number:

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SECTION 3 – SOURCE OF APPLICATION
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Where did you see the vacancy advertised? .....




**SECTION 8 – REGISTERED COUNCILS**

Are you registered with the Institute for Learning?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please provide your Registration number:</b>	

**Teaching Roles only:**

Teacher Reference Number:	
Current salary point:	
Date QTS awarded:	
Induction period completed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If you have answered Yes, please confirm the date:</b>	
<b>If you have answered No, please select the appropriate option:</b>	Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/>

**SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT**

Name of Employer:	
Local Education Authority:	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	Grade:
Number on roll ( <i>teaching roles only</i> ):	Age Range ( <i>teaching roles only</i> ):
Date of appointment (Month/YYYY):	Salary:
Notice Required ( ) Weeks:	Telephone number:
Leave date (if applicable- Month/YYYY):	Reason for leaving (if applicable):
Summary of current job role; duties and responsibilities:	

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## SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

<b>Name of Employer :</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable)

<b>Name of Employer:</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY)	Reason of leaving (if applicable)

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:
Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

<b>Name of Employer</b>	
Address line:	
Town:	County:
Postcode:	Country:

Post held:	
Job Role Summary:	
Grade / Salary:	Date from (Month/YYYY):
Date to (Month/YYYY):	Reason for leaving (if applicable):

**Please provide details for any gaps in your employment history when you have not been in education, training or employment.**

**Please list dates and the reason (i.e. Travel, Parental leave etc)**

Gaps in employment (including dates)

### SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Please note your second referee should ideally be a previous line manager or someone in a position of authority.**

### SECTION 12 – REFERENCE

Title:	First forename:
Other forename:	Surname:
Address line:	
Town:	County:
Postcode:	Country:
Telephone number:	Email address:
Occupation:	Relationship to you?
Do you give permission for referees to be contacted prior to an offer of employment being made?	Yes <input type="checkbox"/> No <input type="checkbox"/>

### SECTION 13 – DECLARATIONS AND CONSENTS

Do you consider yourself to have a disability:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event.	

Are you related to any member or employee of Areté Learning Trust?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answered Yes, please provide details.	
I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:**

<b>Capability/Performance</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
<b>Disciplinary</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details:	
Are there any dates when you would not be available for interview in the near future?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide details	
Please state the date on which you could take up duty if appointed.	
I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a criminal offence/received a caution, reprimand or warning?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups.**

**As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any 'spent' and 'unspent' convictions. If you answered Yes to this question, please provide details below.**

What was the date of the conviction(s)?	(DD/MM/YY)

**SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: ..... Date: .....

**SECTION 15 – EQUAL OPPORTUNITIES MONITORING**

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data. In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/>	
Ethnic group	White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/>	Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/>
If Other please specify		